

**Minutes of a Special Meeting of the Heritage Conservancy Board of the Town of Clarkdale,  
Held on August 11, 2004 at 5:15 p.m. in the  
Clarkdale Planning Department Conference Room, Clarkdale, Arizona.**

A Special meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on August 11, 2004 at 5:15 p.m. in the Planning Department Meeting Room, 890 Main Street, Clarkdale, Arizona.

**Board Members:**

Chairperson George Benatz (late)

Vice Chairperson Drake Meinke (late)

Linda McDonough

Jerry Wombacher

Jesus Valdez

**Staff:** Town Clerk Joyce Driscoll

Administrative Assistant Charlotte Hawken

**Others in attendance:** Nancy Smith, Helen Killebrew, Sue Hill, Nancy Elkins, Pat Williams, John Sherman, Bob Beltz, Ruth Wicks, and others who did not sign in.

**CALL TO ORDER** – Administrative Assistant Hawken called the meeting to order at 5:38 p.m. and noted that Chairperson Benatz and Boardmember Meinke were absent. Boardmember McDonough nominated Boardmember Wombacher as temporary chairperson. Boardmember Valdez seconded and the motion passed unanimously.

**PUBLIC COMMENT** – None.

**REPORTS**

**CHAIRPERSON** – None

**STAFF**– None.

**Boardmember Valdez - Report on the contents and accounting of the Museum scope of work for the Museum/Archive building.** Boardmember Valdez reported he was going to make a detailed list of things that need to be done in the building so the contractor and town could identify what they are responsible for, so that the Board would know what is left for it to do. He has not been able to do that, but Town Clerk Driscoll is to receive a list from Public Works stating what the contractor will have completed in the building.

Chairperson Benatz arrived and took over as Chairperson.

**GAZEBO – Report on the gazebo fund-raising project and the status of the bid and scope of work.**

Boardmember Valdez stated he had obtained a budget summary on the bandstand from Finance Director Gilboy and one from Henri Prudhomme from the Clarkdale Foundation, but the balances were confusing. Some funds have been spent and some donations have not been collected. One large expense was \$1100 for ? and another was \$1553 to Arizona Engineering Company, which is acting as the Town's interim Public Works Director. He was unable to determine the balance available to complete the work. Town Clerk Driscoll stated there were two contractors who planned to bid and the bid opening was today. Boardmember McDonough wondered what had happened to the copper ball that was on top of the bandstand.

Chairperson Benatz stated the next gazebo group meeting would be Thursday, August 26<sup>th</sup>. At the last meeting the group suggested the Heritage Conservancy Board prepare language for a plaque on the history of the bandstand and consider where the two plaques (history and donors) should be placed. Boardmember McDonough stated she has the historic information and Administrative Assistant Hawken stated she had the format for a plaque to match the one in front of the Clubhouse.

**MEETING DAY AND TIME – Consideration of changing the board meeting day and time.** The Board agreed to hold the next regular meeting on Thursday, August 26<sup>th</sup> at 5:15 p.m. Boardmember McDonough moved to change the regular meetings to the third Wednesday at 5:15 p.m., beginning in September. Boardmember Wombacher seconded and the motion passed unanimously. The next two meetings will be September 15<sup>th</sup> and October 20<sup>th</sup>.

**MUSEUM/ARCHIVE – A joint meeting with the Clarkdale heritage Center Board to consider the roles of the two entities at the museum/archives, including a tour of the building.** The Board proceeded to the building, where Vice-Chair Meinke, the Center Board and others joined them.

After touring the building, the two boards convened in the Planning Department meeting room at 7:15 p.m. Nancy Smith introduced herself as the Chair of the Center Board. The other Center Board members present were Sue Hill, Linda McDonough, Helen Killebrew, Drake Meinke and Nancy Elkins. Richard Sims was absent.

The two boards reviewed the draft lease agreement between the Center and the Town of Clarkdale. There were several minor changes and several topics of discussion, as follows:

1. Section 1 - The two boards agreed that the Center does not require separate storage space in the archive. Both boards were comfortable with the archives being commingled for storage, with separate accessioning.
2. Section 2 - The Center would have other activities besides the museum and that may need to be reflected in the lease wording. They envision group events in the space adjacent to the building. There was a question about parking for group events. They would like to be able to sell historical items.
3. Any money from duplication and handling of items being duplicated would go to the Conservancy Board, which would do the duplicating.
4. Section 3 - The Center would prefer longer initial and renewal terms.
5. Section 6 - There might be better wording than regular events, perhaps periodic programs. Historic tours may be a Conservancy Board function.
6. Section 7 - There was some confusion about the wording “structural building maintenance.”
7. Section 8 - The Center Board would like to know what the utility costs were for the Department of Motor Vehicles when it was in this building. There was a suggestion to ask for free utilities for the first two years.
8. Section 9 & 10 - The Center Board thought they could get an idea of the cost of insurance from Brown and Brown in Prescott, as recommended by Richard Sims of Sharlot Hall Museum. Difficulty for renter’s insurance is establishing the value of the archival items.
9. Section 14 - Both Boards wondered about the lack of recognizing the Conservancy Board as the representative of the Town as the preserver of the archives.
10. Section 15 - The Center Board thought it was unreasonable to require them to surrender any archival items in their possession on disbanding. They felt they needed to be able to dispose of items as they see fit.

**ADJOURNMENT** - With no further business before the board, and without objection, the meeting adjourned at 8:45 p.m.

**APPROVED:**

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George Benatz, Chairperson

**SUBMITTED:**

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Charlotte Hawken, Administrative Assistant